



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
August 24, 2010
MINUTES

Meeting called to order at 9:05 AM

Present: Jim Julius, Tim Jacobson, Jeff Nieland, Mark Radtke, Adam Alix, Corey Gordon, Bill Basler Sr., Brian Tungate, Todd Drew, Ken Popelka, Vince Maas.

Guest: Al Auxier, Chief – N-M Fire Department

Absent: Sue Nett, Pamela Captain, Ken Popelka

A. Approval of Minutes – Motion to approve minutes from the July 27, 2010 meeting made by C. Gordon second M. Radtke

B. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse in process.
2. **N-M Fire Department Discussion** – N-M Fire Chief Al Auxier attended the meeting to address questions/ concerns raised at the July meeting. Discussion was regarding assistance during emergencies. A specific incident was raised when a N-M Fire crew left a scene on Brighton Drive while DPW and Menasha Utilities were removing branches/ trees which had impacted power lines. Concern was that DPW could have used the additional assistance with lighting etc, especially around down live power lines. A. Auxier stated that according to the Captain on scene both Utilities and DPW had released the crew. B. Basler also cited issues of flooded roads with stranded vehicles as another case where Fire assistance would have allowed DPW to set pumps quicker at other locations instead of having to respond to issues which were thought to be more appropriately handled by Police and or Fire. A. Auxier stated that N-M Fire would assist in any way that they could during these incidents provided there were not additional calls which needed response. A. Auxier stated that if N-M Fire assistance was needed in a potentially life emergency 911 should be called. If non-life threatening emergency where assistance was needed DPW / Parks should call main station phone 886-6200 or Shift Commanders cell 209-9512. A. Auxier stated often crews would not know of issues unless directly contacted and encouraged DPW/Parks to communicate needs directly to N-M Fire and assistance would be provided if available.

3. **CVMIC Risk Assessment Review** – T. Drew relayed information as provided by P. Captain requesting that all documentation put together for the risk assessment be maintained so that it could be reviewed for the next assessment. Opinion by those involved was that the assessment went well.
4. **Parks Department Shorts** – No additional discussions had been initiated with personnel regarding this issue.

C. New Business

1. **Monthly Safety Topic** – “One careless glance can rob another’s chance” was distributed and discussed.
2. **Injury Review** – DPW reported one injury involving a summer help employee working in the sign shop who cut their hand approximately 3 cm long using a utility knife while trimming a sign. Issue could have been avoided by setting up so as to not cut towards the other hand.
3. **Storm/ Flooding Employee Safety Concerns** – Item included by T. Drew. Committee did not raise any concerns.
4. **Other items** – no new items were raised for discussion.

D. Training

- 1,2. **Status of confined space air sampling training and annual computer refresher trainings**- All trainings installed on the DPW and Parks Computers. T. Drew requested to have trainings completed by all DPW and Parks personnel.
3. **Respirator Fit Tests** – Some completed T. Drew to coordinate with few remaining.
4. **Chainsaw Training**- T. Drew to coordinate training in the fall with B. Rank CVMIC.

E. Adjourn: Motion J. Julius second V. Maas. @ 10:05 AM